

APPROVED BY	Senate
APPROVAL DATE	03-30-2002
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## PROCEDURES

### TEACHING EXCELLENCE AWARD

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#### PURPOSE

In accordance with the Board Policy on Academic Excellence Award (BRP-240.10), this award will recognize and celebrate excellence in teaching at UFV.

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#### PROCEDURES/GUIDELINES

##### *Number of Awards:*

One award will be available annually. The committee is not obliged to identify a winner if they agree unanimously that a suitable candidate cannot be identified.

##### *Eligible Recipients for the Award:*

- All regular type B faculty, and lab instructors are eligible to be nominated during, or anytime after, their third year of consecutive service to UFV, and sessional instructors who have taught the cumulative equivalent of two full years of instruction at UFV.
- Once recognized, an award recipient is no longer eligible for nomination.

##### *Nomination and Selection Process:*

##### *A. Call for nominations:*

- The availability and details of the award, and a call for nominations for the following year's recipient, will be initiated by the Senate through the Marketing and Communications office, and other appropriate means.
- Nomination information will be available through the Deans' offices, Faculty Services, the Senate office, and Senate website.
- Instructors may be nominated for a Teaching Excellence Award by faculty, students, alumni members, and staff, but may not be nominated by (or letters of support provided by) any member of the Teaching Excellence Award Selection Committee.
- It is the role of the nominator to complete the nomination form and gather the required supporting documents.
- No one may solicit a nomination on his or her own behalf.

##### *B. Information Package*

- Each nominator will submit a dossier information package. This package will include:
  - a letter from the nominator outlining why the nominee is worthy of the Teaching Excellence Award (200 - 300 words).
  - the nominee's two best sets of evaluations, from two separate years, going back no further than six years, along with a signed release permitting committee members to

examine additional evaluations if necessary, to be supplied by the nominee upon request. Written comments must be included, and the evaluations must have been done at UFV.

- copy of current curriculum vitae of the nominee.
- consent form signed by the nominee.
- letters of support from faculty, staff, and students, including the nominator, based on knowledge of the nominee's work that reflects the criteria of teaching excellence.
- notes of recognition and thanks for teaching.
- examples of work reflecting some of the criteria.
- specific evidence of professional and scholarly activity.
- sample course outlines (syllabi).
- Submissions will be considered for two consecutive years. If applicable, the committee will contact previous year's nominees and nominators to ensure that all information is current and to seek consent from the nominee and the nominator to let submissions stand.

The above information should be compiled and organized in a binder for submission to the Senate. It is the responsibility of the originator of the nomination to collect all the documentation from the nominee and deliver it to the Senate office by the deadline.

**C. *Shortlist:***

The committee will shortlist nominees, based on the information packages. In order to better assess the 'scholarship' aspect of the criteria, the committee may seek input from members of the nominee's department (head or other members of the department)

**D. *Optional Survey of Past Students:***

- The committee may, with the assistance of the Registrar, then survey a random sample of former students of the short listed nominees, mailing questionnaires to five students per class for up to five previous years. Randomization will be based on the students enrolled on the stable enrolment date. Former students will respond anonymously.

**E. *Confidentiality:***

Members of the committee will treat as confidential all nominee information as well as all deliberations concerning the rating of the contents of the Information Packages.

**F. *Conflict of Interest and Possible Bias***

The Chair of the Teaching Excellence Award Selection Committee will review the Conflict of Interest policy with the committee members and help the committee members address any conflicts. In addition committee members will be advised to take into account in their deliberations the possible bias created by the greater familiarity with some candidates or fields of teaching. Both the Conflict of Interest Policy and the Institutional Ethics Statement will be provided to committee members. The Chair shall review conflict of interest and bias at the first meeting of the committee and again once nominations have been received and the names of nominees are known to the committee members.

**G. *Criteria for Selection of Award Recipient:***

Candidates will be short listed based on their scores using the following evaluation criteria and grid. The summary score has a maximum value of 12, outstandingly exceeding expectations in all for criteria.

**Criteria for the selection committee:**

1. Mentorship
2. Attention to student learning in the instructional environment and in coursework

3. Respect for students
4. Exemplary scholarship and professionalism.

These four criteria are baseline expectations that the award recipient must meet.

### **Grading System:**

A summary score will be calculated for each candidate by summing the scores obtained for each of the four criteria as determined from the attributes of the main criteria and the grid for evaluating candidates using the following scoring process:

- Below Expectations: 0
- Meets Expectations: 1
- Exceeds Expectations: 2
- Outstandingly exceeds expectations: 3

The following are descriptive attributes of the main criteria:

1. Mentorship:
  - Activates students to think, learn, apply, evaluate, synthesize and grow (beyond regurgitation)
  - Is supportive of students
  - Is available outside of the classroom
  - Encourage students to become life-long learners
  - Helps students see links between course material/academic study and their daily lives
  - Relates the importance of personal responsibility, good communication, and time management in our lives
2. Attention to student learning in the instructional environment and in coursework:
  - Sees students as individuals with different learning styles, interests, and motivations
  - Use strategies for instructional delivery that are relevant, flexible and diverse
  - Use assignments that allow for multiple avenues, where appropriate, for students to demonstrate their understanding of the subject matter
  - Teaches in an informative and clear manner
  - Can relate their knowledge of the subject matter in a meaningful way to students
  - Fosters student involvement in the learning process
  - Makes an effort to accommodate diverse needs, including special needs
  - Maintains good humour
  - Strives to establish harmonious relationships with students
  - Shows enthusiasm
  - Creates a positive learning environment
3. Respect for students:
  - Is fair to students in all circumstances
  - Shows patience and understanding at all times
  - Marks assignments in a timely fashion
  - Provides constructive feedback on assignments
  - Evaluates objectively and fairly
  - Recognizes effort as well as results
  - Seeks solutions to discipline problems rather than assigning blame
4. Exemplary scholarship and professionalism:
  - Knows their subject matter
  - Understands the importance of critical thinking skills and strives to include these in all of their courses and activities
  - Asserts high expectations firmly

- Leads by example by demonstrating professional behaviour at all times and encouraging others to do so
- Engages actively in scholarly activity and professional development
- Employs the knowledge acquired in scholarly activity and professional development in instruction
- Passionate about and committed to their profession
- Enjoys sharing information
- Feels a strong sense of meaning and importance in their roles as educators

#### GRID FOR EVALUATING CANDIDATES

	Below Expectations	Meets Expectations	Exceeds Expectations	Outstandingly exceeds expectations
1. Mentorship				
2. Attention to student learning				
3. Respect for students				
4. Scholarship				

Overall grade based on grid.

#### **H. Timelines**

- November 1:
  - Teaching Excellence Committee is formed, and meets to review process and guidelines, establish a rating system for criteria, and set the meeting schedule.
  - Call for nominations for the academic year's award recipient: deadline for nominations is the second Friday in January.
  - As nominations are received, the Senate administrative assistant prescreens to ensure all parts have been received and notifies nominator of any omissions.
- January 15 – 30:
  - Committee shortlists nominees, based on completed information packages received by deadline.
- February 1:
  - The Chair will contact the Registrar to initiate random sample of students if required.
  - Letters are sent to random sample of former students of short listed nominees.
  - Completed survey must be received by the committee by the end of February.
- March 1 – 15:
  - Random survey information is compiled.
- March 15 – 30:
  - Committee makes final selection, rating each nominee on each criterion.
- April:
  - Recommendation goes to the Senate for approval, along with any recommendations

for changes to the process. President and the Board of Governors are informed of the decision. President informs recipient. Recipient is announced, with award to be made at June Convocation.

- Information Packages are returned to nominees once the recipient is announced.

### ***I. Award Recipient Recognition***

The award recipient will receive the award during the annual Convocation ceremony. The award will include: (i) a plaque with the award recipient's name and the year on it, (ii) a framed certificate, as well as (iii) a monetary award of \$2,500. The monetary award will be administered by the University in order to support the award recipient's continuing academic development.

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## **APPENDICES**

### **Teaching Excellence Award**

#### **Terms of Reference**

The UFV Teaching Excellence Award Selection Committee, with the authority as delegated by the Senate, will take responsibility for selection of the recipients for the Teaching Excellence Award. Members of the TEASC cannot nominate, or provide letters of support for an instructor who is nominated for this award.

#### **Duties:**

To develop and revise as necessary criteria for the allocation of the UFV Teaching Excellence Award.

To ensure the UFV community is informed of the availability of this award, the selection criteria employed and application procedures.

To conduct a yearly evaluation of the awards selection process and criteria.

To receive applications and nominations for the award and to select successful candidates according to criteria established.

To recommend to the Senate appropriate administrative policies, regulations, and procedures with regard to the award.

#### **Membership:**

- One representative from each instructional area.
- One other faculty member not represented by the above.
- One representative of the Alumni executive.
- One Senate student representative or designate.

#### **Chairperson:**

- The committee shall elect a Chair from among its members.

#### **Terms of Office:**

- Committee members will serve for one year, with selection in November and **are limited to two consecutive terms.**

**Composition of the Committee:**

- Annually, the Senate Administrative Assistant will call for nominations for representatives for the Teaching Excellence Award Committee from the following groups:
  - One representative from each instructional faculty
  - One other faculty member not represented by the above
  - Alumni (one member of the Alumni executive)
  - Members of the TEASC cannot nominate or provide letters of support for an instructor who is nominated for this award.

**The committee will also include:**

- One Senate student representative or designate
- The committee shall elect a Chair from among its members.
- The Senate Administrative Assistant will arrange meetings and take minutes at the committee meetings.
- The Senate Chair or designate may be called to attend meetings to offer guidance on policy and procedure.